



Gilbert Spruance School Parent and Family Engagement Policy

*School Year 2019-2020
Revision Date: 3/14/19*

In support of strengthening student academic achievement, **Gilbert Spruance Elementary** receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the “Every Student Succeeds Act (ESSA)”. The policy establishes the school’s expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school’s plan submitted to the local educational agency (LEA).

The **Gilbert Spruance** agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the schoolwide program plan under Section 1114(b) of the ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

Parent and Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) Parents play an integral role in assisting their child’s learning
- (B) Parents are encouraged to be actively involved in their child’s education at school
- (C) Parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child
- (D) Other activities are carried out, such as those described in Section 1116 of the ESSA

**DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT
REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

Section A: JOINTLY DEVELOPED

Gilbert Spruance Elementary will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

- **Spruance School schedules monthly School Advisory Council meetings, Parent Roundtable Meetings that allows Parents to participate in the decisions related to the education of their child.**
- **Spruance School Teachers and staff members will be available for scheduled parent/teacher meetings and parent/teacher conferences in efforts receive and respond to any suggestions and thoughts concerning the education of students.**

Section B: ANNUAL TITLE I MEETING

Gilbert Spruance Elementary will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

- *Spruance School schedules a Title I meeting each spring to review the instructional plan for the coming School Year. The plan is again reviewed in the fall. Members of the school community including teachers, administrators, our community liaison, parents and the Home & School Association developed the School Improvement plan. The Community Liaison will serve as the link between the school and parents to disseminate information to parents and the community in an effort to solicit buy-in and community input. This collaborative team will also draft the School Compact that outlines how parents, staff and students will work together and share the responsibility of improving student achievement for every student, "Every Student, Every Day in Every Class."*

Section C: COMMUNICATIONS

Gilbert Spruance Elementary will take the following actions to provide parents of participating children with (1) Timely information about the Title I programs, (2) Flexible number of meetings, such as meetings in the morning or evening, (3) transportation, child care or home visits, as such services relate to parent and family engagement and may use Title I funds and (4) Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

Parents will be provided information through monthly calendars and newsletters to be sent home by the students. Have a monthly parent roundtable where parents will have a chance to meet with the principal and key staff to review key components of the

instructional program. The meetings will also give parents an opportunity to be trained on key instructional initiatives that students utilize in and out of the classroom.

In the spring, parents will attend a roundtable specifically to review the school budget and join the leadership team in dialogue relative to key budgeting decisions.

Parents are also encouraged to get involved with Spruance School by attending:

- *Parent Workshops and meetings*
- *Back to School Night*
- *Special Events – Literacy Day, Career Day, Family Math Day*
- *Volunteers*
- *Trip Chaperones*
- *Conferences with teachers and the principal*
- *Honor Roll celebrations*
- *Musical Events*
- *High School Selection process*
- *Athletic Events*

Section D: SCHOOL-PARENT COMPACT

Gilbert Spruance Elementary will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

- *We will utilize the services of Spruance's Community Liaison (if money is available), bilingual counseling assistants and the counselor to provide assistance to the community and school in a variety of endeavors such as:*
 - *Home Visits*
 - *Facilitating discussions and meeting with parents and teachers*
 - *Assisting parents with attendance and truancy prevention*
 - *Coordinating parent recognition programs*
 - *Disseminating information to parents who are unable to make our regular meetings*
 - *Coordinating translation services for parents whether its verbal or written*
 - *Facilitate workshops for parents on a variety of topics relative to increasing student achievement*
- *Parents were invited to a meeting in the Spring to give input into this policy and the School Parent Compact.*

Section E: RESERVATION OF FUNDS

Gilbert Spruance Elementary will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

- **Purchase of the Parent & Community Liaison**

- **Parents are invited to a meeting in the Winter to review and give input into the budget and school planning.**

Section F: COORDINATION OF SERVICES

Gilbert Spruance School will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

- ***Meetings and Workshops:***
 - *Parents and teachers work together to achieve academic success for students*
 - *Health & Welfare Issues*

Section G: BUILDING CAPACITY OF PARENTS

Gilbert Spruance Elementary will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

1. Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; and
2. Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement
3. Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
 - a) The challenging State's academic standards
 - b) The State and local academic assessments including alternate assessments
 - c) The requirements of Title I, Part A
 - d) How to monitor their child's progress
 - e) How to work with educators to improve the achievement of their child

The leadership team will host our Back to School Night on Wednesday September 18, 2019. We will also use that time to invite parents to our first parent roundtable also held that night at 5:00pm. This meeting will be the opportunity to inform parents of the school's participation in the Title I program. The leadership team at Spruance will continue to provide monthly parental workshops on a variety of topics. These workshops will be held at a variety of different times of the day to accommodate different parents' work schedules. The topics of these workshops are the following:

- *Understanding Promotion/Retention Guidelines and Report Cards*
- *Intro to the Literacy & Math Programs*
- *Preparing your children for the PSSA*
- *Interpreting Scores from the PSSA and other assessments*

- *Technology-Assisted Resources and Programs*
- *Parents and Teachers working together to achieve success for students*

Section H: BUILDING CAPACITY OF SCHOOL STAFF

Gilbert Spruance Elementary will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

Staff will attend a PD on how to effectively communication and work with parents as equal partners. Parent surveys are also reviewed monthly to gain parent feedback into how better work with families of students. This PD is facilitated by Administration and the Leadership team.

Gilbert Spruance Elementary will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- *Parent/Family Handbook*
- *Newsletters*
- *Monthly Calendar*
- *School Messenger*
- *Letters and Memos*
- *Flyers*
- *Meetings (individual & group)*
- *Workshops*
- *Home & School Association Meetings*
- *Report Card Conferences*
- *Bulletin Boards*
- *Parent Assistance Desk*
- *Pacific Interpreters*
- *Bi-Lingual Counseling Assistants*
- *Bulletin Boards throughout the School*
- *Student Recognition Assemblies*

Principal Signature

Date